



## Hurley Reformed Church

Organized 1801  
Hurley, New York 12443  
[www.HurleyReformedChurch.org](http://www.HurleyReformedChurch.org)  
[pastor@hurleyreformedchurch.org](mailto:pastor@hurleyreformedchurch.org)  
[admin@hurleyreformedchurch.org](mailto:admin@hurleyreformedchurch.org)

Church Office  
845-331-4121

Enclosed please find the following documents pertaining to use of facilities at the Hurley Reformed Church:

- Facility Use Agreement
- Requested Donation Schedule
- Rules and Regulations

The Facilities Use Agreement form is to be completed and returned with the appropriate security deposit (\$200 check, separate) and the appropriate contribution fee to:

Hurley Reformed Church  
PO Box 328  
Hurley NY 12443

It is recommended that the completed form be submitted at least two weeks prior to the requested use date.

Reservations for use of the building are confirmed only when the Hurley Church has approved the completed Facility Use Agreement form. <sup>1</sup>Prior use of the facilities does not imply an approved scheduled date. Only those rooms which have been approved are to be used. Use of any additional rooms or facilities requires the submission and approval of an additional Facilities Use Agreement form.

Approvals will be made on a first come basis with the understanding that church related events take priority over all other requests. Any conflicts in scheduling should be brought to the attention of the Minister or Property and Maintenance Chair for resolution.

In the event of a cancellation or change of scheduling, the group lead must notify the church office as soon as possible.

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<sup>1</sup> Revision #2 12/6/22

# Hurley Reformed Church Facilities Use Agreement

This agreement by and between Hurley Reformed Church, Main St. Hurley, NY ("Owner"),  
and \_\_\_\_\_ ("User"),  
User name and address

Desired space to use: Schadewald Hall\_\_\_\_; Kitchen\_\_\_\_; Dutch Room\_\_\_\_; Classrooms\_\_\_\_; Other\_\_\_\_

**Event Type:**

Birthday\_\_\_\_, Baby/Wedding Shower\_\_\_\_, Lunch/Dinner\_\_\_\_, Fundraiser\_\_\_\_, Other\_\_\_\_

**Single Date Event:**

Date requested\_\_\_\_\_ Start time\_\_\_\_\_ End time\_\_\_\_\_

**Reoccurring Event/Meeting:**

Day(s)\_\_\_\_\_ Start time\_\_\_\_\_ End time\_\_\_\_\_ How often\_\_\_\_\_

**Requires use of owner's sound equipment:** yes\_\_\_\_\_ no\_\_\_\_\_

and WHEREAS, Owner has agreed to allow User to use the facilities provided that the following terms and conditions are met.

**IT IS THEREFORE AGREED BY AND BETWEEN THE PARTIES:**

1. Owner agrees to let User use the above described premises for the above described purpose as described above.

Name, Phone number and email of contact person for:

2. Use Donation Agreement.

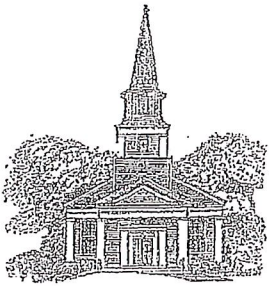
User agrees to pay Owner \_\_\_\_\_ for the use of the premises.  
Rental Amount

PLUS a security Deposit of \$200.00 required (check or cash)

\*if you pay cash, you must pick up your deposit after your event. If not picked up within a month the church will claim it.

3. User agrees that it will not use the premises for any unlawful purposes, and will obey all laws, rules, and regulations of all governmental authorities while using the above described facilities.
4. User agrees that it will not use the premises for any purpose that is contrary to the mission, purpose or belief of the Owner, which is a biblically-based religious institution.
5. User agrees to abide by any rules or regulations for the use of the premises that are attached to this agreement.
6. User agrees that it is solely responsible to implement appropriate screening and supervision procedures to protect children, youth, and vulnerable adults attending user's function at the above described facilities.
7. \_\_\_\_\_ Organizational Users. User promises and warrants that it carries liability insurance with a minimum liability occurrence limit of \$1,000,000. The User will provide a certificate of insurance to the Owner at least seven days prior to the date upon which the User begins to use the above described premises. The certificate of insurance will indicate that User has made Owner an





# Hurley Reformed Church

HURLEY, NEW YORK 12443  
ORGANIZED 1801

CHURCH OFFICE  
845-331-4121

FAX  
845-331-4153

## Hold Harmless Agreement

This Hold Harmless and Indemnification Agreement ("Agreement") is entered into by and between \_\_\_\_\_, hereinafter "Promisor", and Hurley Reformed Church, hereinafter "Promisee", on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ in Hurley, New York 12443.

The intent of this Agreement is to indemnify Promisee from any claims arising from and related to Promisor's use of Schadewald Hall.

FOR VALUABLE CONSIDERATION, the receipt of which is hereby acknowledged, Promisor and Promisee agree as follows:

Promisor will indemnify and hold harmless Promisee from any and all claims, demands, costs, actions, and judgments, including all costs of defense and attorney's fees incurred in defending against same, arising from and related to Promisor's use of Schadewald Hall, Hurley Reformed Church and other Hurley Reformed Church buildings, facilities, or grounds. Promisor's actions include the acts of Promisor's agents and employees.

In the event any claim or suit is brought against Promisee within the scope of this Agreement, Promisor shall pay for legal counsel chosen by Promisee to defend against the same.

This agreement shall encompass any claims resulting from physical injury, harassment of any form, discrimination and other claims not specifically listed herein.

In the event either party files suit in a court of law to interpret or to enforce the terms of this Agreement, the party prevailing in such action shall be entitled, in addition to any legal fees incurred in defending against any third party claim, to its reasonable legal fees and costs incurred in such action to interpret or to enforce the terms of this agreement.

This agreement shall be interpreted under the laws of the State of New York.

\_\_\_\_\_  
Promisor Signature

**Hurley Reformed Church**  
**11 Main Street**

\_\_\_\_\_  
Printed Name **PO Box 328**  
**Hurley, NY 12443**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Promisee Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

[WWW.HURLEYREFORMEDCHURCH.ORG](http://WWW.HURLEYREFORMEDCHURCH.ORG)

[PASTOR@HURLEYREFORMEDCHURCH.ORG](mailto:PASTOR@HURLEYREFORMEDCHURCH.ORG)  
[ADMIN@HURLEYREFORMEDCHURCH.ORG](mailto:ADMIN@HURLEYREFORMEDCHURCH.ORG)

**Hurley Reformed Church**  
**Box 328, Hurley NY 12443**

**Rules and Regulations**

All groups are subject to the regulations listed below and should become acquainted with all implications and responsibilities which are outlined in this usage document. Any violation of the conditions set forth may result in the withdrawal of permission to use the facilities.

All groups are held responsible for leaving the facilities in an orderly condition. A security deposit will be required of all groups using the facilities with the amount of the deposit being listed on the Property Use Request/Agreement/Approval. This deposit is insurance for the church in the event of any damage that is incurred or for payment of cleaner services which may result from facility usage. Deposits will be returned after determination is made that all facilities are intact and left in a reasonable condition. Any damage of church property must be reported immediately to the Minister. If the Minister cannot be contacted a report should be made by calling the church office the following day. If such damage to Church property should exceed the security deposit, assessment of any damage funds required will be at the discretion of the Consistory.

No fewer than one adult supervisor (21 years or older) must be present for every 10 minors (under 18 years old) in each group. All supervisors must remain with their group and must stay until all minors in their care have left. Supervisors are responsible for those entrusted in their care.

No intoxicants or drugs may be consumed or allowed in the building or on church property at any time.

All decorations and scenery must be of fire-resistant materials and decorations and scenery are to be removed by groups using the same. No scenery or decorations are to be used which will in any way damage or deface properties. Any lead time necessary for set up in the facility must be cleared with the church office to avoid conflicts with other groups using the facilities and will be used in determining the duration of the event and payment in compliance with the suggested donation schedule.

Members of all groups using the facilities are expected to abide by the parking regulations and directives effective on church property. No parking is allowed at the rear or at the entrance into the parking lot as this is a fire lane. Posted 'No Parking' areas are to be adhered to. Also, handicap parking restrictions are to be observed.

Facilities close at 9:00 p.m. Those responsible must check to see that the building is secure and that all lights have been turned off. Any group having an event which will exceed that time will have prior approval from the Minister.

Use is limited only to those areas/rooms listed on the property use request/agreement form.

Groups must submit a Certificate of Insurance with a minimum coverage of \$1,000,000 and name Hurley Reformed Church as an additional insured.

Suggested Guidelines for Building Use:

Sanctuary / Weddings / Baptism / Funeral	\$200
Schadewald Hall	Up to 4 hours - \$100 or Over 4 hours - \$200
Kitchen Only	Up to 4 hours - \$50 or Over 4 hours - \$100
Dutch Room	Up to 4 hours - \$30 or Over 4 hours - \$60
Classrooms	Up to 4 hours - \$25 or Over 4 hours - \$50
Outside Parking Area	TBD

Note: Building use includes setup and breakdown time. Facility closes at 9:00 PM